

**Draft Minute of the Performance and Resources Committee held on Wednesday 30
September 2020**

Present	
Caroline MacDonald (Chair)	Moira Connolly
Paul Buchanan	Nicolas Garcia
In Attendance	
Martin Boyle (Executive Director)	Paul Little (Principal, CoGC)
Penny Davis (Board Secretary)	Janie McCusker (Board Chair)
Jim Godfrey (Finance and Resources Director)	Wendy Odedina (Executive Assistant)
Brian Hughes (VP, Glasgow Clyde College)	Derek Smeall (Principal, GKC)
Apologies	
David Brown	Amwulika Umeh (Co-opted Member)
Jon Vincent (Principal, GCC)	

1. Introduction and Welcome

Paper Number: Verbal

1.1 Discussion

The Chair welcomed members and attendees to the meeting, particularly Nicolas Garcia the new student board member and member of the P&R Committee, and Brian Hughes deputising for Jon Vincent.

2. Apologies

Paper Number: Verbal

2.1 Decision

Apologies were received for David Brown, Amwulika Umeh and Jon Vincent.

3. Declarations of Interest

Paper Number: Verbal

3.1 Decision

The Chair reminded members that it is their personal responsibility to indicate to the Chair at any point during the meeting if they have, or may be perceived as having, a conflict of interest under any item on the agenda.

4. Chair's Business

Paper Number: Verbal

4.1 The Chair advised members of the following meetings she had undertaken since the last meeting:

- Committee Chairs with Board Chair;
- Board Meeting.

5. Minute of the Committee Meeting held on 1 June 2020

Paper Number: PRC2-A

5.1 Decision

The minute of the meeting held on 1 June 2020 was agreed as an accurate record.

6. Decision by Correspondence on 8 July 2020

Paper Number: Verbal

6.1 Decision

The Committee noted the decision by correspondence taken on 8 July 2020 to determine the ESF allocations to the colleges as per the delegated authority granted by the Board.

7. Minute of Meeting held on 26 August 2020

Paper Number: PRC2-B

7.1 Decision

The minute of the meeting on 26 August 2020 was agreed as an accurate record.

It was agreed to take item 12 on the agenda at this stage due to some attendees having to leave the meeting early.

12. Regional Outcome Agreement 2020-21

Paper Number: PRC2-G

12.1 Discussion

The Executive Director provided an update on the ROA process for 2020-21 noting new arrangements as a result of Covid-19 and that further detail on the framework is expected from the SFC. He also provided an update on the Programme for Action for 2020-21 and the associated projects that continue to move forward.

The Executive Director explained that he had asked the college Principals to provide a high-level overview of financial position and student enrolment in their college in light of the impact of Covid-19 as these issues will not be reflected in KPIs for some time to come. He noted that the reports are appended to the Committee's paper and he thanked the Principals for providing these.

The Principal of City of Glasgow College provided an overview of the position at City of Glasgow College noting steady recruitment figures and an improved financial outlook. He provided assurances on scenario planning in relation to Covid-19 and the support measures that have been put in place for both students and staff. The Committee discussed with the Principal the fluid nature of the current enrolment figures particularly in relation to HE and also the impact on international recruitment as a result of the global pandemic.

The Vice Principal of Glasgow Clyde College provided an update on recruitment noting the numbers show this to be on track, however there is an element of the unknown as the majority of these are online. He noted that the College is being particularly mindful of the student experience and digital poverty in light of changes to ways of working and learning. He explained that the financial outlook for the college for 19-20 is better than forecast however significant challenges are predicted for 20-21 and beyond and the college is putting in place plans to address this. The Committee discussed engagement with staff and students and the important work being undertaken in relation to mental health support.

The Principal of Glasgow Kelvin College provided an update from his college noting similarities to those described already with regard to support for students and staff. He highlighted the difference in the profile of courses at GKC with a large proportion being part time and therefore more meaningful information on enrolments will start to emerge in mid-November. He noted overall that current enrolments are complex and changing, but they remain on course for expected trajectory. With regards to the financial outlook, he noted 19-20 has improved in outlook in that they will not now enter a negative cash position. Moving forward, he explained that the financial position is extremely challenging and a transformation and renewal plan is being actively worked upon, which involves close contact with the GCRB Executive. The GCRB Board Chair noted her thanks to the Principal for his close working with GCRB on this matter.

The Committee then heard from the Student Board Member in relation to headline messages emerging from students since the start of term in the areas of digital poverty, digital skills, learning approaches, financial hardship and overall student experience.

12.2 Decision

The Committee **noted**:

- the current interim position of the Regional Outcome Agreement 2020-2021, and proposed Outcomes and Impact Framework;
- the position of the associated GCRB Programme of Action partnership activity; and
- the update statements from the Glasgow colleges, in relation to the interim position on financial and student numbers.

Janie McCusker, Paul Little and Nicolas Garcia left the meeting at this point.

8. Regional Outcome Agreement 2019-20 Progress Report

Paper Number: PRC2-C

8.1 Discussion

The Executive Director provided an overview of the report noting that clarification is still awaited from the SFC however the attached data has been prepared in anticipation of this. He highlighted progress in the Programme for Action projects noting that presentations would be made to the full board meeting on these.

The Committee discussed the report and the impact of COVID 19 in relation to issues including SIMD, ESOL and regional skills planning for the future.

8.2 Decision

The Committee **noted** the contents of this progress report.

9. Capital funding 19-20

Paper Number: PRC2-D

9.1 Discussion

The Finance and Resources Director provided an overview of the report noting the main issue being the delay to some projects as a result of the 'lockdown' period.

9.2 Decision

The Committee **noted** the progress made by the colleges in respect of the capital projects in 2019-20.

10. Flexible Workforce Development Fund 2019-20

Paper Number: PRC2-E

10.1 Discussion

The Finance and Resources Director noted the significant impact on the Flexible Workforce Development Fund for 2019-20 as a result of lockdown with much contracted activity coming to a halt. This means that activity from 2019-20 has been carried forward to 2020-21.

The Committee discussed the possibility of moving training online and aligning this activity with the upskilling and reskilling agenda. The Committee also discussed the equality implications and the restrictions in the definition of this funding to meet the needs of employers rather than individuals.

10.2 Decision

The Committee **noted**:

- £796,000 of Flexible Workforce Activity (that had been contracted in 2018-19) was delivered in 2019-20.
- A further £2,026,000 of Flexible Workforce activity (from the 2019-20 allocation) was contracted/agreed at 14 September 2020¹.
- Of the 2019-20 allocation, £721,000 worth of training had been delivered/commenced at 14 September 2020. Therefore £1,305,000 of training is still to be delivered from the funding allocation for 2019-20.

11. GCRB Running Costs 2019-20

Paper Number: PRC2-F

11.1 Discussion

The Finance and Resources Director presented the GCRB Running costs 2019-20 for the Committee's information.

11.2 Decision

The Committee **noted** the forecast surplus for the financial year 2019-20 and the reasons for this.

13. Analysis of Financial Forecast Returns 2020-21

Paper Number: PRC2-H

13.1 Discussion

The Finance and Resources Director presented an overview of the paper and key themes emerging from the college financial forecast returns and for the region as a whole.

He explained that it was important to note that there were financial challenges pre Covid-19 however these have been exacerbated by present circumstances and the associated loss of income.

He noted that colleges are working to address their financial outlook which relates to the previous item 12 and the updates from Principals.

13.2 Decision

The Committee noted:

- the Financial Forecast Return for GCRB (Appendix D) and the commentary (Appendix B).

¹ For the period from 1 August 2019 to 14 September 2020

- the consolidated Financial Forecast Return of the Glasgow Region (Appendix E) and the commentary (Appendix C).
- the key issues arising from the review of the Financial Forecast Returns (section 6.3.)

14. Capital Funding 2020-21

Paper Number: PRC2-I

14.1 Discussion

The Finance and Resources Director provided an update on Capital Funding 2020-21 as agreed by the Board in June. He noted that activity has been impacted by lockdown however colleges are working quickly to allow work to progress.

He also explained that since the Board decision the SFC has announced some flexibility in how this funding can be used and GCRB could revisit this allocation in the future if needed.

14.2 Decision

The Committee **noted** the progress made by the colleges in respect of the capital projects in 2020-21.

15. Flexible Workforce Development Fund 2020-21

Paper Number: PRC2-J

15.1 Discussion

The Finance and Resources Director spoke to the paper noting that information is still awaited from Scottish Government and SFC on the final allocation of the FWDF for 2020-21 however this allocation will be increased from previous years.

Whilst an increase in funding is welcome, he noted that this is added to the backlog from 2019-20 and the time delay in waiting for guidance, is time lost for when delivery could have commenced. He noted that it is hoped that there will be some change in the delivery criteria which will mitigate some of the risks.

15.2 Decision

The Committee **noted**:

- there is the potential for an allocation of £2.5m for Flexible Workforce Development Fund activity in 2020-21; and
- the outstanding training from 2019-20 (£1.3m), coupled with the allocation of new funding, presents a significant challenge (in terms of delivery) for the Glasgow college region in the current financial year.

16. GCRB Running Cost 2020-21

Paper Number: PRC2-K

16.1 Discussion

The Finance and Resources Director presented the GCRB running costs 2020-21 for information.

16.2 Decision

The Committee **noted** that the forecast position for 2020-21 remains the same as the original budget.

17. Long Term Agenda

Paper Number: PRC5-J

17.1 Decision

The Committee **agreed** the long term agenda.

18. Disclosure Status of Papers

18.1 Decision

The Board Secretary confirmed the following papers as non-disclosable:

PRC2-G Regional Outcome Agreement 2020-21

19. Date of Next Meeting

19.1 Discussion

The date of the next meeting was **agreed** as 16 December 2020